

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways
Professional Services Procurement Bulletin 2014-06
Monroe / KY 163 / 3-7020.01

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

County – Monroe
Route – KY 163
Item No – 3-7020.01
Project Description – Provide Right of Way acquisition services to construct a new route for the East Tompkinsville Bypass.

II. PROJECT INFORMATION

Project Manager – Kelly Divine, Right-of-Way Agent Supervisor (District 3)
User Division – Division of Right of Way and Utilities
Approximate Fee – \$375,000 (Estimated/Unit Price Contract)
Project Funding – Federal Funds (STP funds)
Project Length – 3.80 miles
Number of Parcels – TBD

III. PURPOSE AND NEED

The purpose of this project is to assist the Kentucky Transportation Cabinet in providing Right of Way acquisition activities on the above project in Monroe County.

The subject project is to construct a new route for the East Tompkinsville Bypass. This project is a partially controlled access highway. Access shall be allowed only where specifically shown on plans. The minimum spacing is 1200 feet.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

It will be the responsibility of the selected firm to compile and complete the project report prior to the scoping meeting.

The selected consultant(s) will be responsible for the following: appraisals; all negotiations including MARs; and relocation series.

Title Reports have been requested by District Office through Central Office to the Division of Legal Services.

Appraisers must be well versed in SFR, business appraisals (income approach), and various types of commercial property appraisals.

The selected consultant may be required to provide a field office for property owners to reach its personnel. The selected consultant agrees that upon request, staff will be available to assist in responding to FHWA or State inquiries or citations.

1. Titles & Closing

All titles, updates, closings and other legal services shall be performed by an attorney assigned by KYTC Office of Legal Services. Payment for these services shall be the responsibility of KYTC.

2. Appraisals

a. Complex BAV (Before and After Value)

In rare instance, the complexity of a property and/or appraisal problem may require specialized knowledge or increased documentation. Examples of this type of appraisal may include but not be limited to:

1. An acquisition from a university campus where the contributing value of the improvements must be documented as part of the larger parcel.
2. An acquisition from a golf course that affects one or more fairways and/or greens where the appraiser may need to consult an engineer or course designer to determine the true nature of the affect of the taking on the course.

b. Standard BAV

This category will be used for most KYTC appraisals. The contributing value of all improvements must be documented. Damages may apply in the after situation and may include but not be limited proximity, changes in topography, severed remainders, changes in highest and best use, loss of parking, etc.

c. Minor BAV

Used for minor acquisitions in which the amount of just compensation exceeds the maximum amount under which an MAR (Minor Acquisition Review) may be used. Improvements acquired will be minor in nature and will include but not be limited to items of landscaping, fencing and small secondary buildings (i.e. sheds). The principle building is unaffected and its contributing value may be estimated.

d. BV (Before Value)

Used only when the parcel is considered a total take and only the before value is needed.

3. Acquisitions

All Acquisition Parcels are completed following the procedures within Right of Way Guidance Manual.

4. Relocations

- a. When relocation assistance is required as part of a contract the selected consultant shall complete an Acquisition Stage Relocation Report (ASSR) for any and all relocations being assigned.

- b. All relocation will be done in accordance of 49 CRF, Part 23, Uniform Relocation Assistance and Real Property Regulations for Federal and Federally assisted Programs and 600 KAR 3:010 Relocation Assistance Payments of the Transportation Cabinet and the Kentucky Transportation Cabinet Relocation Assistance Guidance Manual, revised February 2011.

VI. SPECIAL INSTRUCTIONS

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

The selected consultant will be required to maintain continuing Professional Liability Insurance of an amount not less than \$500,000 during the life of this contract.

The Department reserves the right to terminate this agreement at any time upon a thirty (30) days written notice to the selected consultant. In the event termination is a result of a cancellation of a project, no deed will be taken for property once notice is received, unless specifically authorized in writing by the Director of the Division of Right of Way. IN the event of termination, the selected consultant will be compensated for work performed through the date of said termination. Work completed, in whole or in part, will become the property of the Department. Any dispute in connection with work not disposed of by this agreement will be referred to the Secretary of the Transportation Cabinet, or duly authorized representative, whose decision will be final.

A 12 month time frame should be allowed for acquisition and relocation of businesses and individuals on this project.

Right of Way contract scoping meeting requirements and general guidelines shall follow:

<http://transportation.ky.gov/Professional-Services/Forms/Right%20of%20Way%20Scoping%20Meeting%20Requirements%20General%20Guidelines.pdf>

VII. AVAILABLE STUDIES

Project Report – It will be the responsibility of the selected firm to compile and complete the project report prior to the scoping meeting. The project report shall summarize in detail all relocations i.e. business, residential, miscellaneous moves, & outdoor advertising. (Project Report shall be written by a pre-qualified person(s) such as a Review Appraiser or Appraiser)

Right of Way Plan set – [FULL SIZE rwplans 9-5-13 - Full set.pdf](#)

Cross Sections – [FULL SIZE XSECTS6-21-13-Copy-4.pdf](#)

Pipe Sections – [FULL SIZE PIPESHTS6-21-13.pdf](#)

VIII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant proposed consultant must be currently prequalified for Right of Way Services by the Division of Right of Way and Utilities. The selected consultant must maintain prequalification as set out in the ROW Guidance Manual throughout the term of

the contract.

[Click here for a list of firms prequalified by KYTC Division of Right of Way and Utilities](#)

IX. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

RESPONSE DATE • Thursday, January 2nd, 2014, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • January 7th, 2014

FINAL SELECTION COMMITTEE • January 15th, 2014

CONTRACT SCOPING CONFERENCE • January 22nd, 2014

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • January 31st, 2014

CONTRACT NEGOTIATIONS • February 10th, 2014

NOTICE TO PROCEED • March 17th, 2014

X. PROJECT SCHEDULE

COMPLETION OF ALL SERVICES • March 15, 2015

XI. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. **Project Manager – (50 Points)** Score is based on the Project Manager's experience with KYTC or any other projects, as a Project Manager, from previous assignments, and any professional training. Project Manger shall provide documentation to be evaluated.
2. **Staff Experience – (60 Points)** Score is based on the experience of the assigned Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KYTC, experience with other agencies, professional training, as well as, experience on past projects. Staff Members shall provide documentation to be evaluated.
3. **Quality of Work – (50 Points)** Score is based on the assigned Appraiser(s), Reviewing Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KTYC, with other agencies, professional training, quality of work, professionalism and ratings from previous assignments. Must provide documentation to be evaluated.
4. **Cooperation of Past Assignments – (40 Points)** Score is based on how well the firm has responded to requests from those responsible for oversight on any past contracts.
5. **Timeliness on Past Assignments – (40 Points)** Score is based on how well the firm has performed in completing any prior assignments in a timely manner; taking into account those events beyond the control of the selected consultant which may have

caused delays.

6. **Consultant's offices where work is to be performed – (10 Points)** For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XII. SELECTION COMMITTEE MEMBERS

1. Kelly Divine, User Division
2. Dean Loy, User Division
3. Sam Hale, P.E., Secretary's Pool
4. Tim Pyles, P.E., Secretary's Pool
5. David Eaton, Governor's Pool

PROJECT MAP
MONROE COUNTY
ITEM NO. 3-7020.01

Provide Right of Way acquisition services to construct a new route for the East Tompkinsville Bypass.

Date: 11/19/2013

